



Transaction Specialist I or II

OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

Job Information

Job Type: Full-Time

Number of Vacancies: 1

Hiring Salary Range:

TS I: \$40,983.00 - \$53,728.30

TS II: \$46,311.00 - \$60,600.00

Location: Atlanta, GA

Opens: April 15, 2016

Closes: May 5, 2016

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5668 or e-mail

hr-email@spo.ga.gov

SPC will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: [Transaction Specialist I or II](#)



Website: www.gspc.ga.gov

Position Overview

Duties: Transaction Specialist I and II: Under general supervision of the Leasing Section Manager (LSM), is responsible for the management of all activities related to the acquisition of leased space for the benefit of the State of Georgia and its related agencies and for negotiating or renegotiating approximately 2,000 statewide leases.

Competencies: Strong organizational, problem solving and analytical skills where attention to detail is essential. Excellent written and verbal communication skills and an ability to interact with landlords, agencies, contractors and co-workers in an articulate, courteous, and professional manner at all times. Knowledge of real property law, including state laws, rules and regulations that control many aspects of landlord/tenant relationships. While adhering to standard office practices and procedures, negotiate, review and prepare lease documentation and apply a general understanding of accounting, finance, public administration, and budget preparation. Interpret lease proposals, responses to Requests for Proposals, letters of intent, term sheets, and data provided by prospective landlords (financial documents, business plans, etc.) and present a summary analysis of the proposed lease. Conduct business meetings, maintain leasing status reports, and provide timely communication with all leasing process stakeholders on status of lease transactions. Manage a high volume workload while also remaining responsive to calls and requests both internally and externally. Work independently and meet strict deadlines in order to manage multiple leases and locations. Be a team player with initiative and flexibility. Proficient in use of Microsoft Office.

Minimum Qualifications (Agency Specific):

Transaction Specialist I: Completion of a degree in Business Administration, Real Estate, Finance or related field combined with two (2) years of experience in negotiating, reviewing, drafting and managing leases. OR Completion of a degree in Business Administration, Real Estate, Finance or related field combined with three (3) years of project management experience related to the acquisition of leased or owned space.

Transaction Specialist II: Completion of a degree in Business Administration, Real Estate, Finance or related field combined with four (4) years of experience in negotiating, reviewing, drafting and managing leases. OR Completion of a degree in Business Administration Real Estate, Finance or related field combined with six (6) years of project management experience related to the acquisition of leased or owned space.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

